

~~CONFIDENTIAL~~

INSPECTOR GENERAL

78-1863c

24 OCT 1978

DD/A Registry

File 04M2-1

MEMORANDUM FOR: Deputy Director for Administration

FROM : John H. Waller  
Inspector General

SUBJECT : Procedures for Assignments to the Office of  
the Inspector General

REFERENCE : Memorandum dated 14 April 1978 to DDCI from  
IG, subject: Table of Organization for  
the Office of the Inspector General

1. Earlier this year the DDCI approved the establishment of a new Table of Organization for the Office of the Inspector General (OIG). This reference is forwarded as an attachment. It was decided that agreement should be reached between the Inspector General and the heads of career services which would cover future assignment and possible promotion of officers on detail to the OIG.

2. A rotational assignment to the OIG carries with it a number of favorable aspects. It allows an officer, through the inspection and grievance processes, to broaden his knowledge and experience throughout the Agency and it ensures that the inspection process itself is current and informed. Such a tour provides training in interpersonal relationships, and experience in objective analysis and writing. I believe that this is the general understanding throughout the Agency, and it is a feeling that I have tried to foster in all my discussions with the career services. Past experience has also shown that a rotational tour with the OIG helps foster the one Agency concept.

3. With the establishment of a new Table of Organization the OIG now has a flexible personnel structure which allows for a multiple incumbency GS-15 position. It also provides means to establish Career Service Grade Authorization (CSGA) credit at the GS-15 level for those components having officers on a rotational assignment and for promotion, with the concurrence of the appropriate Deputy Director, without the need for specific slotting against a higher graded position until return to the parent career service. In the case of supergrade officers selected for rotational tours with the OIG, the regulatory requirement pertaining to written

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E2 IMPDET  
CL BY 055636

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justification for Personal Rank Assignment has been waived. Thus, the OIG now has the ability to accommodate promotion of non-E Career Service assignees without specific regard for available headroom in the E Career Service.

4. Following from the above, therefore, it is my plan in future to make appropriate recommendations for promotion for those officers on rotational assignments. I will make these recommendations with the hope that they would be equated by the individual career services as representing an assignment which is career enhancing and contributing to the personal development of the individual officer. This also assumes that promotion consideration would be given by the parent career service, and that my role would be limited to forwarding recommendations on those officers who have demonstrated superior performance.

5. Further, we should agree that a tour with this Office will have no detrimental effect on the career progression of officers from your career service. This understanding would be in accord with the Director's new policy on rotational assignments.



ILLEGIB

John H. Waller

Attachment:  
As Stated

CONCURRENCE:

\_\_\_\_\_  
Deputy Director for Administration

\_\_\_\_\_  
Date

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Approved For Release 2002/01/24 : CIA-RDP81-00142R000300070016-8

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78-706

EXECUTIVE REGISTRY

78-1018 /

14 APR 78

DD/A Registry

File 674 2-1

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA : Deputy Director for Administration  
Director of PersonnelFROM : John H. Waller  
Inspector GeneralSUBJECT : Table of Organization for the Office of the  
Inspector General

1. Action Requested: That you approve the recommendation in paragraph 3 which establishes a flexible approach for the selection of professional officers to serve tours of duty as inspectors with the Office of the Inspector General. This recommendation also provides for the development of more formal agreements between the IG and the heads of the various career services covering the assignment of rotational officers with the OIG which will allow for the promotion of superior officers from any career service while serving with the OIG.

2. Background:

Following a series of discussions internally with the Inspection Staff, with the Administrative Officer/DCI, and with PMCD I have reached the conclusion that the best solution to the OIG staffing problem is to establish a Table of Organization to which all inspectors are assigned irrespective of grade, with two exceptions. The positions of Inspector General; Deputy Inspector General, who now also serves as Chief of the Inspection Staff; Special Assistant to the Inspector General; and Chief of the Grievance Staff would each be approved at a specific grade level as would secretaries and the registry information control assistant.

The crux of my proposal, however, is that all inspectors except for the Special Assistant and the Chief/Grievance Staff (31 Inspectors in number), whether assigned to the Inspection or Grievance Staffs and at whatever grade, should be selected for assignment to this Office based upon the individual's qualifications and not arbitrarily constrained by the grade of a specific position

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Approved For Release 2002/01/24 : CIA-RDP81-00142R000300070016-8

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vacancy. This Office should be authorized a definite number of inspectors without restricting our capability to select and assign qualified inspectors because of position grade controls. Inspectors assigned to the OIG have a variety of talents, skills and backgrounds and range in grade from GS-14 to GS-17. It is important that we be allowed to continue to select officers with requisite experience from all Directorates and from outside the Agency irrespective of grade.

As part of this proposal, I plan to require a formal agreement between the IG and the heads of each career service outlining the policy and procedures to be used in the selection and acceptance of nominees from the various career services. This agreement would clarify the impact of rotational assignment on the careers of rotational assignees, specifically ensuring that such an assignment will have no detrimental effect on the career progression of any officer. It should be agreed by the career services that all officers of whatever career service will be eligible for promotion while on a tour of duty with the OIG, and may be promoted with the concurrence of the Director of Personnel but without need for a specific slotting against a higher grade position until return to the parent service.

3. Recommendation: That you approve:

(1) The establishment of an OIG Table of Organization which will permit the selection of individuals for rotational tours with the OIG based upon their qualifications irrespective of grade, and

(2) The concept of a formal agreement between the IG and the heads of career services assuring a positive procedure for promotion while on detail to the OIG and reassignment upon termination of tour with the IG.

25X1A

[REDACTED]

John H. Waller

25X1A

Attachment  
As Stated

[REDACTED]

[REDACTED]

APPROVED:

Deputy Director of Central Intelligence

DISAPPROVED:

Deputy Director of Central Intelligence

ILLEGIB

DATE:

30 MAY 1978

ES

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Proposed Table of Organization

Inspector General

Secretary/Steno

Deputy Inspector General

Secretary/Steno

Information Control Assistant

Special Assistant to the Inspector General

Secretary/Steno

Chief, Grievance Staff

Secretary/Steno

Secretary/Steno

25X9

Inspectors Complement

Audit Staff

TOTAL

Director of Personnel's Comments

1. With regard to the recommendations contained in the attached memorandum, PMCD agrees that the selection of individuals for rotational assignments should be "based upon their qualifications irrespective of grade." However, the memorandum also implies that to accomplish this it will be necessary to establish ungraded positions (or an Inspectors Complement) on the OIG Table of Organization. We disagree for the following reasons:

a. Inspector functions constitute a job requirement that can be evaluated in terms of the highest level of duties and responsibilities.

b. Work processes are similar to other analyst positions in the Agency including data collection, research and analysis, evaluating data, drawing conclusions, and developing recommendations.

c. Lastly, Inspector positions incorporate elements from the following occupational disciplines: Management Analyst, Criminal Investigator, Position Management, Program Evaluation, Security Investigator, Paralegal, Auditor, Personnel Counseling, and Operations Research Analyst. The journeyman level for the occupations listed above does not normally exceed GS-13. Additional responsibility as survey team leader and the qualification requirement for senior managerial or program experience may support a GS-15 allocation.

2. PMCD has conducted comparability studies with other Government agencies and has found that assignment practices vary from agency to agency. In general, Inspectors serve on rotational assignment although for differing periods of time and, in some instances, continue to block the position from whence they came. In some cases the IG positions are established at the equivalent of the incumbents' grades, and in other cases the positions are classified on the basis of duties and responsibilities.

3. Other reasons which support the argument for classified (graded) IG positions are as follows:

a. Establishment of ungraded positions would create a precedent for other categories of rotational positions.

b. Establishment of ungraded positions or assignment to an Inspector development complement for two years or longer would be difficult to justify, particularly to an external review body.

c. Creation of an Inspector development complement would preclude CSGA credit for the employee's particular Directorate.

d. Position statistical data would be skewed with the establishment of ungraded positions or development complement assignment.

SUMMARY:

IG Recommendation #1

PMCD recommends establishment of the additional Inspector positions at GS-15. This would not preclude the selection of qualified personnel for IG rotational tours. However, it may be desirable and justified in this situation to waive Personal Rank Assignment restrictions for the selection and assignment of Supergrade officers.

IG Recommendation #2

Though this recommendation does not fall within the PMCD area, it would seem that an employee's promotion during an IG tour should relate closely to the planned assignments and position requirements of that individual's Career Service.

(Signed) F. W. M. Janney

F. W. M. Janney  
Director of Personnel

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FRS 78-1025

INSPECTOR GENERAL  
78-706

EXECUTIVE REGISTRY  
78-1018

14 APR 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA : Deputy Director for Administration  
Director of Personnel

FROM : John H. Waller  
Inspector General

SUBJECT : Table of Organization for the Office of the  
Inspector General

1. Action Requested: That you approve the recommendation in paragraph 3 which establishes a flexible approach for the selection of professional officers to serve tours of duty as inspectors with the Office of the Inspector General. This recommendation also provides for the development of more formal agreements between the IG and the heads of the various career services covering the assignment of rotational officers with the OIG which will allow for the promotion of superior officers from any career service while serving with the OIG.

2. Background:

Following a series of discussions internally with the Inspection Staff, with the Administrative Officer/DCI, and with PMCD I have reached the conclusion that the best solution to the OIG staffing problem is to establish a Table of Organization to which all inspectors are assigned irrespective of grade, with two exceptions. The positions of Inspector General; Deputy Inspector General, who now also serves as Chief of the Inspection Staff; Special Assistant to the Inspector General; and Chief of the Grievance Staff would each be approved at a specific grade level as would secretaries and the registry information control assistant.

The crux of my proposal, however, is that all inspectors except for the Special Assistant and the Chief/Grievance Staff (31 Inspectors in number), whether assigned to the Inspection or Grievance Staffs and at whatever grade, should be selected for assignment to this Office based upon the individual's qualifications and not arbitrarily constrained by the grade of a specific position

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vacancy. This Office should be authorized a definite number of inspectors without restricting our capability to select and assign qualified inspectors because of position grade controls. Inspectors assigned to the OIG have a variety of talents, skills and backgrounds and range in grade from GS-14 to GS-17. It is important that we be allowed to continue to select officers with requisite experience from all Directorates and from outside the Agency irrespective of grade.

As part of this proposal, I plan to require a formal agreement between the IG and the heads of each career service outlining the policy and procedures to be used in the selection and acceptance of nominees from the various career services. This agreement would clarify the impact of rotational assignment on the careers of rotational assignees, specifically ensuring that such an assignment will have no detrimental effect on the career progression of any officer. It should be agreed by the career services that all officers of whatever career service will be eligible for promotion while on a tour of duty with the OIG, and may be promoted with the concurrence of the Director of Personnel but without need for a specific slotting against a higher grade position until return to the parent service.

3. Recommendation: That you approve:

(1) The establishment of an OIG Table of Organization which will permit the selection of individuals for rotational tours with the OIG based upon their qualifications irrespective of grade, and

(2) The concept of a formal agreement between the IG and the heads of career services assuring a positive procedure for promotion while on detail to the OIG and reassignment upon termination of tour with the IG.

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John H. Waller

Attachment:  
As Stated

APPROVED: \_\_\_\_\_  
Deputy Director of Central Intelligence

DISAPPROVED: \_\_\_\_\_  
Deputy Director of Central Intelligence

DATE: \_\_\_\_\_

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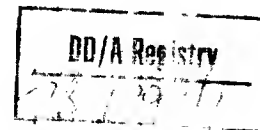
18-16-55

File 04A 2-1

25 MAY 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Janney  
Director of Personnel



SUBJECT : Table of Organization for the Office of the  
Inspector General

REFERENCE : Memo for: DDCI, From: IG, Same Subject, dated  
14 April 1978

1. The Office of Personnel has reviewed the Inspector General's staffing proposal and is in general agreement with recommendations 1 and 2 contained therein.

2. We can accommodate the first recommendation by establishing a multiple incumbency GS-15 position when additional FY79 ceiling is allocated. This will also provide a means to establish Career Service Grade Authorization (CSGA) credit at the GS-15 level for those components having officers on rotational assignment with the Inspector General. In the case of supergrade officers selected for rotational tours with the OIG, the regulatory requirement pertaining to written justification for Personal Rank Assignment can be waived. This will permit, as requested by the Inspector General, the selection of individuals for rotational tours with the OIG based upon their qualifications irrespective of grade.

3. In regard to the second recommendation, a formal agreement between the Inspector General and heads of Career Services would seem appropriate to preclude any misunderstanding of the procedures to be followed for the promotion of officers while on rotational assignment to the OIG and their subsequent reassignment upon termination of the OIG assignment. With regard to the promotion of such officers, however, I believe that the IG role must necessarily be confined to that of making appropriate recommendations to the head of the officer's Career Service.

F. W. M. Janney

F. W. M. Janney

**DISTRIBUTION:**

- Original - Adse
- 1 - DDCI
- 1 - Exec Reg
- 1 - DDA
- 2 - D/Pers
- 2 - PMCD

STATINTL

OP/PMCD/PMCB/ [REDACTED] 19 May 1978

**ADMINISTRATIVE - INTERNAL USE ONLY**

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INSPECTOR GENERAL  
78-706

EXECUTIVE REGISTRY  
78-1018

14 APR 1978

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Director of Personnel

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John H. Waller

Attachment:  
As Stated

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Deputy Director of Central Intelligence

DISAPPROVED: \_\_\_\_\_  
Deputy Director of Central Intelligence

DATE: \_\_\_\_\_

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Approved For Release 2002/01/24 : CIA-RDP81-00142R000300070016-8

Proposed Table of Organization

Inspector General	
Secretary/Steno	
Deputy Inspector General	
Secretary/Steno	
Information Control Assistant	
Special Assistant to the Inspector General	
Secretary/Steno	
Chief, Grievance Staff	
Secretary/Steno	
Secretary/Steno	
Inspectors Complement	25X9
Audit Staff	
TOTAL	

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